

Instructions for Completing the Child Nutrition Renewal Agreement Packet

If there are any questions regarding the contents of the Renewal of Agreement, Renewal of Policy Statement or any of the Attachments (**Renewal Agreement Packet**) with regard to the school district's School Food Authorities and Local Education Agencies (SFA/LEA) responsibility, please refer to the regulatory citation listed. If after reading the regulatory citations, there are still questions, please contact the school district's Area Specialist at Arkansas Department of Education Child Nutrition Unit (ADE CNU). It is imperative that all people signing any part of the Renewal of Agreement, Renewal of Policy Statement or Attachments understand exactly what is being agreed to by the school district (SFA/LEA).

Some of the forms needed for the Renewal Agreement Packet are available in fillable format on the Forms page of the Child Nutrition website. In order to complete the fillable forms must be opened in Internet Explorer.

Renewal of Agreement:

The Renewal of Agreement is renewing the Original Agreement from School Year 2015-16. The Renewal of Agreement is an agreement between the SFA/LEA and ADE CNU to continue all aspects of the original 2015-2016 Agreement for the new school year. The Renewal of Agreement includes changes and updates to federal and state regulations and requirements. This form must be read and signed by the school district Superintendent and district Child Nutrition Director.

The Renewal of Agreement must be completed to indicate the child nutrition programs that will be offered in the school district (SFA/LEA) for the 2017-2018 school year (for example: lunch, breakfast, afterschool snack or seamless summer for the summer of 2018). The form must also indicate the first and last serving day for each program offered as well as the number of planned serving days in each program offered.

The SFA/LEA must indicate on the Renewal of Agreement if there are changes to the Original 2015-2016 Agreement in three specific areas. These three areas are:

1. Civil Rights Assurances Attestation
2. Food Safety Plan Attestation
3. Procurement Policy and Procedures (including Code of Conduct)

If there are no changes please check no for each item. Please check yes if there are changes to any of the three parts of the Original Agreement and include the revised documents as part of the Renewal of Agreement.

SCHEDULE A (school district specific):

The school district (SFA/LEA) must use the Schedule A mailed to the Superintendent as part of the Renewal Agreement Packet. If the SFA/LEA has NEW schools that are not listed on the Schedule A mailed to the Superintendent, the SFA/LEA should use the **BLANK Schedule A** found on the Forms page of the Child Nutrition website. Any information printed on the Schedule A mailed to the Superintendent that is not correct should be marked through with a single line and the correct information written next to it so that it is legible.

The Schedule A mailed to the school district is completed with limited school information provided by the SFA/LEA as part of the 2016-2017 Renewal Agreement (addresses, phone numbers, cafeteria

managers), HOWEVER, the other school specific information must be completed prior to sending the Renewal Agreement and Policy Statement to ADE CNU.

New to Schedule A:

In the District information on the top left side of the Schedule A, please give an Emergency Contact name and telephone number. The purpose of collecting this information is for ADE CNU staff to use when weather issues may be causing school closings during scheduled reviews or in the case of an emergency food recall during school breaks. This phone number will not be used for normal daily contact with the district.

Reminder of Schedule A Information Collected:

The SFA/LEA must ensure the Schedule A has an accurate indication of the programs each SCHOOL will operate for the 2017-2018 school year.

The meal pattern menu planning information and alternative breakfast information for each school must be updated for the 2017-2018 school year. The school district (SFA/LEA) should ensure that all information supplied to ADE CNU on the Schedule A is accurate for each school operating in the 2017-2018 school year.

Please ensure appropriate check boxes are marked for the district as well as for each SCHOOL on the Schedule A. This will be specific as to the programs being offered at that school (for example: breakfast, severe need breakfast, lunch, afterschool snack – area eligible or not area eligible, etc.). In addition to the programs offered, there are specific check boxes for indicating when the school will be serving regular summer meals or seamless summer meals.

Special Note: The Schedule A **must** be updated at any time during the school year with meal price changes. To decrease confusion for the households in the school district, it is suggested that any changes in meal prices be made prior to the beginning of the school year. Changes to any information on the Schedule A **MUST** be reported to ADE CNU in order to provide current programmatic data to USDA for all programs administered by ADE.

Safety Net Districts:

School districts that served 60% or more of the total lunches to students eligible for free or reduced price meals in the second preceding school year (2015-2016) are designated “Safety Net” districts. These districts will receive two cents additional reimbursement for each lunch served during the 2017-2018 school year.

A list of school districts that qualify for Safety Net funding is published as part of the Renewal Agreement Packet. This list is based on number of lunch meals claimed for reimbursement by the district for the 2015-2016 school year. Safety Net designation is for the entire district. Safety Net district information has been updated on the Schedule A, however please ensure the appropriate box is checked for the 2017-2018. The Safety Net check box is located in the District Information section of the first page of the Schedule A.

Severe Need Breakfast:

Each school district was required to submit documentation regarding Severe Need breakfast funding for the 2017-18 school year as described in **Commissioner’s Memo CNU-17-031**. Severe Need breakfast funding is based on meals served at individual schools within the district during the 2015-16 school year. This is not a district wide designation. **Severe Need approval letters are mailed to the SFA/LEA as**

part of the Renewal Agreement Packet. The Schedule A has NOT been updated by ADE CNU to reflect Severe Need Breakfast funding for each school for the 2017-18 school year based on the Severe Need approval letters mailed with this packet. The SFA/LEA must ensure the Severe Need box is checked only for schools that have been approved in writing to receive Severe Need Breakfast funding. It is imperative the SFA/LEA have the documentation on file to support the boxes checked on the Schedule A with regard to Severe Need funding.

Student and Adult Meal Prices:

The meal prices charged to students and adults must be listed for EACH school on the Schedule A. The prices must be provided for: breakfast paid and reduced students, lunch paid and reduced students, afterschool snacks for paid and reduced students (if applicable in schools that are not area eligible for afterschool snacks) as well as the prices charged for adult breakfast, lunch and snacks.

If the school is not charging students for paid or reduced price meals (for example: Provision 2 or Community Eligibility Provision), the SFA/LEA should enter \$0.00 for the price charged to students.

If the school is not charging only the reduced price students (for example: the school district pays the reduced price student co-pay), the school district should enter \$0.00 for the reduced price meal charge on the Schedule A and should enter the amount charged for paid student meals in the appropriate places on the Schedule A.

Please keep in mind the maximum amount an SFA/LEA can charge reduced price students is \$.30 for breakfast, \$.40 for lunch and \$.15 for non-area eligible afterschool snacks.

If the SFA/LEA does not have paid student or adult meal prices set for the 2017-2018 school year at the time of completing the Schedule A, include the prices charged for the 2016-2017 school year. When the SFA/LEA has set new prices for the 2017-2018 school year the Schedule A must be updated in writing with ADE CNU. It is very important that revised meal prices be submitted to ADE CNU as soon as possible. The SFA/LEA MUST use the Paid Lunch Equity Tool as discussed in Commissioner's Memo CNU-17-036 to determine revenue required from student paid lunch prices.

As a reminder, the adult meal price requirements for the 2016-2017 school year are discussed in **Commissioner's Memo CNU-17-008**. The price requirement for adult lunches during the 2016-17 school year was \$3.45 or \$3.47 (usually rounded up to \$3.50) and for breakfast was \$2.05. Adult meal prices should reflect the reimbursement rates paid for student free meals for the 2017-2018 school year based on the formula published each school year with reimbursement rates. The 2017-2018 reimbursement rates for meals served to students will not be published by USDA until July 2017. If the SFA/LEA changes the adult meal prices for the 2017-2018 school year please update the Schedule A of the Renewal Agreement with new adult meal prices as soon as the changes are made

Breakfast Alternatives:

The Schedule A has an indication for each SCHOOL regarding the availability of an alternative breakfast program (for example: Grab and Go breakfast, or Breakfast in the Classroom). The SFA/LEA must check the box for each school that has alternative breakfast programs offered. If checking the Alternative Breakfast box, the SFA/LEA must indicate the TYPE of alternative breakfast program(s) offered at that school as explained on the Schedule A. Some schools may have more than one type of alternative breakfast program. **Please indicate ALL that apply at each school.**

- A. Grab and Go served in the cafeteria
- B. Grab and Go served outside the cafeteria

- C. Breakfast in the Classroom
- D. 2nd Breakfast Period (also called Second Chance Breakfast)
- E. Other, attach description

MENU PLANNING Option Change to Schedule A:

PK (Pre-kindergarten) has been added as an option for menu planning based on the revised Child and Adult Care Food Program. See **Commissioner's Memos CNU-17-026**: Child and Adult Care Food Program (CACFP) Meal Pattern Revisions as Related to the HHFKA of 2010 – REQUIRED Changes for Pre K Student Meals in Public Schools AND **CNU-17-044** Updated CACFP Meal Pattern Changes. For any school that served PK meals as part of the district's child nutrition program the PK menu planning check box should be checked.

Breakfast Menu Planning:

The Child Nutrition Director and/or Menu Planner (if different from the Child Nutrition Director) must indicate the menu planning grade group(s) used to plan breakfast menus at each SCHOOL. The breakfast menu planning options are:

- PK
- K – 5
- 6 – 8
- K – 8
- 9 – 12
- K – 12

Check all breakfast menu planning grade groups that apply for that school. For example, if the SFA/LEA has a high school that serves grades 7-12, and the menu planner is planning one breakfast menu for all students, the Schedule A would be checked to indicate breakfast menu planning is based on the K-12 menu planning option and would follow the dietary specifications for that menu planning option. If at the same 7-12 high school, the menu planner actually plans menus that allow the 9-12 grade students to receive more food items at breakfast than the 7-8 students, the menu planner would check BOTH 6-8 and 9-12 menu planning option for breakfast and would use the appropriate dietary specifications for both breakfast menu planning options.

Do not change the breakfast menu planning options to fit the grade groups at the individual school. The only menu planning options based on federal regulations are those listed on the Schedule A and above. See example above for information on how to complete the menu planning option for schools that cross over on grade groups. If there are any questions please contact the SFA/LEA Area Specialist. Please see the **School Breakfast Program meal pattern** and the **Pre-K Breakfast and Lunch meal pattern** for more information.

Lunch Menu Planning:

The Child Nutrition Director and/or Menu Planner (if different from the Child Nutrition Director), must indicate the lunch menu planning grade group(s) used to plan lunch menus at each SCHOOL. The lunch menu planning OPTIONS are:

- PK
- K – 5
- 6 – 8
- K – 8
- 9 – 12

There is not K-12 lunch menu planning as there is no cross-over of the dietary requirements between K-5 (or K-8, 6-8) and 9-12. Check all lunch menu planning grade groups that apply for each school. For example: If the SFA/LEA has a high school that serves grades 7-12 the menu planner would check that they are planning menus based on the either, K-8 and 9-12 OR 6-8 and 9-12 menu planning options, depending on the dietary specifications (calories, sodium, etc.) used to plan the lunch menus.

Do not change the lunch menu planning options listed to fit the grade groups at the individual school. The only lunch menu planning options based on federal regulations are those listed on the Schedule A and above. See example for information on how to complete the menu planning option for schools that cross over on grade groups. If there are any questions please contact the SFA/LEA Area Specialist.

The school district Child Nutrition Director must sign the last page of the Schedule A to indicate all information supplied on the Schedule A (including the menu planning grade group used in planning meals) is accurate. If someone other than the Child Nutrition Director plans the menus, that person must also sign the last page of the Schedule A to indicate they are using the menu planning options indicated in planning menus for each school. Please see the **National School Lunch Program meal pattern** and the **Pre-K Breakfast and Lunch meal pattern** for more information.

SFA/LEAs participating in the Afterschool Snack Program for the 2017-2018 school year will be required to use the Child and Adult Care Food Program (CACFP) **Snacks Meal Pattern**.

MENU PLANNING ATTESTATION:

This Menu Planning Attestation statement must be read, understood and signed by both the Superintendent and the district Child Nutrition Director. By signing this statement, the school district Superintendent and Child Nutrition Director attest the menu planning will follow the requirements for breakfast, lunch and afterschool snack as submitted on the Schedule A in order to receive federal reimbursement for meals served to students.

The **School Breakfast Program, National School Lunch Program, Pre-K Breakfast and Lunch and Afterschool Snack Program** Meal Patterns are attachments to this Commissioner's Memo and published as part of the Renewal of Agreement Packet. The Meal Patterns are to be used to ensure the district is following the correct meal pattern for the grade groups planned. The Meal Patterns attached to this memo are for reference purposes by the SFA/LEA and the menu planner. There is no need to return to ADE CNU the Meal Pattern pages as part of the Renewal Agreement Packet.

HEALTH INSPECTION REPORT FOR 2016-2017 SCHOOL YEAR:

This report must be read, understood, completed and signed by the district Child Nutrition Director. Please be aware that this report is asking for the NUMBER of preparation/serving sites for each question. The number of preparation/serving sites should match the number of preparation/serving sites reported on the 2016-2017 Schedule A that was part of the 2016-2017 Renewal Agreement.

For any preparation/serving sites that **have not** received the REQUIRED two (2) health inspections the district Child Nutrition Director must include documentation of the steps taken to have the health inspections completed prior to last serving day for the 2016-2017 school year.

WELLNESS COMMITTEE ATTESTATION:

Based on federal requirements, school districts (SFA/LEAs) are required to have a written Wellness Policy and Wellness Committee. For more information on Wellness Policy requirements and responsibilities of the Wellness Committee see Commissioner's Memos:

- CNU-17-038:** Wellness Policies: Meeting Requirements of the Triennial Assessment
- CNU-17-027:** Wellness Policies: Tips for Addressing Policies for Food and Beverage Marketing
- CNU-17-016:** Wellness Policy Requirements: Updates from USDA Final Rule
- CNU-17-013:** Wellness Committee Responsibilities: A Joint Memo from ADE Child Nutrition and School Health Services
- CNU-17-010:** Tools for Arkansas Schools – Smart Snacks, Wellness, and Best Practices for Child Nutrition

The Wellness Committee Members are submitted to ADE as part of the Wellness Priority ACSIP Plan and there is no need to report the Committee Members to ADE CNU separately. Please read the above mentioned memos to ensure that the district Wellness Committee includes members from all of the required groups, based on USDA requirements (for example: administrators, teachers, students, etc.).

The Wellness Committee Attestation form includes the five (5) federal wellness policy requirements as well as the Arkansas Wellness Policy Requirement. Please check the box next to all SIX (6) Wellness Responsibility Requirements. The Wellness Attestation must include one or more Wellness Leadership personnel name and contact information.

The Wellness Attestation must be read, understood, completed and signed by the district Superintendent and the district Child Nutrition Director as an attestation the district will comply with the federal and state Wellness Policy and Committee regulations.

CIVIL RIGHTS ASSURANCES ATTESTATION:

The Civil Rights Assurances Attestation statement must be read, understood and signed by both the district Superintendent and the district Child Nutrition Director. Please see [FNS Instructions 113-1](#) for more information regarding Civil Rights requirements in the federal Child Nutrition Program.

The SFA/LEA agrees to have at least annual training of staff who interact with program applicants or participants (cafeteria staff, determining official, verifying official, etc.) and their supervisors regarding civil rights. This annual training must include: Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Noncompliance, Requirements for Reasonable Accommodations of Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution and Customer Service. This training must be documented with appropriate sign in sheets, agendas and/or training summary. Civil Rights training requirements will be monitored as part of the Administrative Review process.

NEW FORM – ATTESTATION STATEMENT that includes:

PAID LUNCH EQUITY ATTESTATION:

The SFA/LEA is **not required to submit** the PLE Tool to ADE CNU. The SFA/LEA **is** required to complete the tool and follow the paid lunch revenue requirements. By signing the Attestation Statement the SFA/LEA is attesting the Paid Lunch Revenue requirements will be followed based on the results of accurate completion of the PLE Tool. The district Superintendent and district Child Nutrition Director should read and understand the Paid Lunch Equity requirements as outlined in the **Commissioner's Memo CNU-17-036:** "Paid Lunch Equity Guidance and Tool for the 2017-2018 School Year" prior to signing the Attestation Statement.

Each school district with schools that are NOT Provision 2 or Community Eligibility Provision (CEP) must complete the Paid Lunch Equity Tool. All pages of this tool, including the signature page, must be

retained by the SFA/LEA for Administrative Review and audit purposes. DO NOT send the PLE Tool or Signature Page as part of the Renewal Packet.

ON-LINE CLAIM FOR REIMBURSEMENT:

SFA/LEAs are reminded there must be **THREE (3)** separate people involved with the Child Nutrition On-line Claim for Reimbursement. This internal control mechanism is in place to help prevent claims submitted with errors and Legislative Audit findings.

The district Child Nutrition Single Sign-On (SSO) account manager can assign privileges for Entry and Submit with District Superintendent approval. Arkansas Department of Education (ADE) SSO account manager must receive a form signed by Superintendent in order to make changes to the person assigned with Approve privileges.

The SFA personnel responsible for the on-line claim are:

Entry – This is the person that enters all the claim information into the on-line claim system based on source documentation. This documentation will include (but is not limited to) APSCN financial reports of income and expenses, unpaid bills, income due to program, as well as inventory (purchased and USDA Donated Foods), daily records to support number of reimbursable breakfast, lunch and snack (if applicable) meals served to students, etc.

Submit – This person reviews the claim that was entered by the Entry person, confirms that all information reported on the claim is accurate and backed up with appropriate source documents.

Approve – This person reviews the claim that has already been entered and submitted. It is necessary for the approval person to confirm that all information submitted on the claim is accurate and supported by appropriate source documents prior to approval of the claim.

PROFESSIONAL STANDARDS FOR SCHOOL FOOD AUTHORITIES CHILD NUTRITION DIRECTOR AND STAFF:

The United States Department of Agriculture (USDA) has implemented Professional Standards requirements for district Child Nutrition Directors and other Child Nutrition personnel. Any Child Nutrition Director hired after July 1, 2015, must meet the federal professional standards requirements as listed. Please see **Commissioner's Memo CNU-16-028** for additional information on this federal requirement.

In addition to USDA required Professional Standards, Arkansas requires continuing education for all personnel paid with child nutrition funds. Please see **Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers and Workers** for additional information.

The district Superintendent and district Child Nutrition Director should read and understand the Professional Standards requirements as outlined in the Commissioner's Memos above. Additional resources can be found on USDA website at: <https://professionalstandards.fns.usda.gov/>

The Attestation statements must be read, understood and signed by both the district Superintendent and the district Child Nutrition Director. If there are any questions regarding the Paid Lunch Equity requirement, the On-Line Claim Personnel responsibilities or the Professional Standards requirements, please contact the district's Area Specialist.

RENEWAL OF POLICY STATEMENT:

The Renewal of Policy Statement is renewing the Original Policy Statement from School Year 2015-16. The Renewal of Policy Statement is an agreement between the SFA/LEA and ADE CNU to continue all aspects of the original 2015-2016 Policy Statement for the new school year. The Renewal of Policy Statement includes changes and updates to federal and state regulations and requirements. The

Renewal of Policy Statement must be read, understood and signed by the school district's Superintendent and district Child Nutrition Director.

The Renewal of Policy Statement must be completed to indicate the child nutrition programs that will be offered in the school district (SFA/LEA) for the 2017-2018 school year (for example: lunch, breakfast, afterschool snack or seamless summer). The form must also indicate if any schools within the school district (SFA/LEA) will be operating under Provision 2 or Community Eligibility Provision (CEP) for the 2017-2018 school year. Please see **Commissioner's Memo CNU-17-028**: USDA Special Provisions for Student Feeding for more information regarding special provision options. If more information is needed regarding Provision 2 or Community Eligibility Provision please contact either Susie Ward, Donna Ratliff or the SFA/LEA Area Specialist at ADE CNU.

SFA/LEA must update the Renewal of Policy Statement if changes are made. This includes the SFA/LEA beginning Provision 2 status or implementing the Community Eligibility Provision after the Renewal Packet has been approved by ADE CNU.

The Renewal of Policy Statement must be signed by the district Superintendent and the district Child Nutrition Director.

RENEWAL OF POLICY STATEMENT ATTACHMENTS:

MEAL COUNT AND COLLECTION PROCEDURES:

The Meal Count and Collection Procedures forms must be completed for EACH school listed on the Schedule A for both breakfast and lunch procedures (one page is for lunch, one page is for breakfast). Often a school has different counting and collection procedures based on the meal being served due to the difference in the way students come into the cafeteria at breakfast (from buses and cars) as opposed to lunch (with classes). This necessitates two different forms (breakfast and lunch).

It is imperative that the district personnel completing these forms read and understand all of the options given on page 3 of this form. If the school is not doing any of the options given, the SFA/LEA must mark "other" as the option for that question and submit the procedures that are being used at that school for that specific question.

It is possible to have more than one letter answer for each school on these forms. For example, a district may have an elementary school that has the lower grades use different meal count and collection procedures than the upper grades in that school. In this example, the SFA/LEA will include ALL options used at each school, for that meal on this form.

Column 6 of this form should indicate if the SCHOOL has a separate a la carte serving line (no reimbursable meals served in that line). If there is a separate a la carte serving line the SFA/LEA must have procedures in place to ensure that free and reduced price students are not being overtly identified in this line by marking "A" or yes in this column. If the SCHOOL does not have a separate a la carte serving line, the SFA/LEA will mark no or "B" or no in this column. Please see instructions on the form.

NEW REQUIREMENT: Every SFA/LEA must have a published Charge Policy for all schools in the district in place by July 1, 2017. See **Commissioner's Memo CNU-17-003**: Unpaid Meal Charges: Local Meal Charge Policy and Clarification on Collection of Delinquent Meal Payments for more information about this new requirement. Also see **Commissioner's Memo CNU-17-024**: Unpaid Meal Charges: Questions and Answers (Q&A) and USDA Guidance. For additional guidance please refer to USDA website at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

The SFA/LEA is not required to send the charge policy to ADE CNU as part of the Renewal of Agreement and Policy Statement; however, please ensure the answer to question 5 on the Meal Count and Collection Procedures accurately reports the method the charge policy information is published to households. Charge policy procedures will be reviewed as part of the SFA/LEA Administrative Review process. Do not submit the SFA/LEA charge policy as part of the Renewal Packet.

FREE AND REDUCED PRICE MATERIALS ATTESTATION

NEW FORM: The **Free and Reduced Materials (FRP) Attestation** must be completed for each SFA/LEA except those districts where all schools in the district are in non-base year Provision 2 or using Community Eligibility Provision (CEP). The Free and Reduced Materials Attestation statement must be read, understood, completed and signed by both the district Superintendent and the district Child Nutrition Director.

Please use the attached **FRP Meal Application Materials Requirement Checklist** to ensure any SFA application materials (forms and letters) submitted for approval meet all requirements prior to submission to ADE CNU.

For each form or letter listed on this Attestation Statement indicate if the SFA/LEA will use the prototype materials as published by ADE CNU or if the district will use SFA/LEA forms or letters from another source. For example: If the SFA/LEA will be using a letter from the child nutrition software to send to households regarding the Notice to Households of Approval/Denial of Benefits the box would be checked for "SFA Materials Attached" and the letter the SFA/LEA plans to use must be submitted to ADE CNU as part of the Renewal of Policy Statement. ADE CNU will review the letter submitted by the SFA/LEA to ensure all federal and state requirements are met. If all requirements are met, the letter would be approved by ADE CNU for use; however, if revisions are needed to the SFA/LEA submitted letter those revisions would have to be made prior to approval of the Renewal of Policy Statement.

The example above using computer software generated letters are the same steps to use for any form or letter used by the SFA/LEA that is not the ADE CNU prototype. All computer software generated letters must be approved by ADE CNU prior to use by the SFA/LEA.

The Free and Reduced Materials Attestation is in a chart format. The SFA/LEA must indicate for each form or letter if the SFA/LEA will use the ADE CNU prototype, will submit SFA/LEA form or letter for approval or if the particular form or letter is not applicable. The only forms or letters that are optional for use by the SFA/LEA are the ones marked "optional" on this chart. For example: If the SFA/LEA does not share information regarding student meal benefit status to the state Child Health Insurance Program (ArkKids 1st) the chart would be marked to indicate Sharing Information with CHIPS/Medicaid is not applicable.

ADE CNU is using the USDA Prototype Free and Reduced Price Meal Application Materials. Please keep in mind that although USDA original materials include Temporary Assistance for Needy Families (TANF) and Food Distribution Program on Indian Reservations (FDPIR) these references have been removed from the Arkansas materials. TANF does not automatically qualify for free meals in Arkansas and there are no Indian Reservations in Arkansas and therefore no FDPIR. Hopefully by removing these references from the USDA Prototype, it will avoid confusion by households when completing materials:

1. Letter to Household (Frequently Asked Questions)
2. Instructions on How to Apply
3. Free and Reduce Price Meal Application
4. Public Release

5. Notice to Households of Approval/Denial of Benefits
6. Notice of Direct Certification (including letters from Direct Certification Portal)
7. We Must Check Your Application (Verification Announcement)
8. We Have Checked Your Application (Verification Results)
9. Sharing Information with CHIPS/Medicaid (Optional)
10. Sharing Information with Other Programs (Optional)

In addition to the USDA Prototype Materials ADE CNU has included:

1. Notice of Students Residing with Direct Certification Students (optional)
2. Notice of Approval Migrant, Homeless, Runaway, Foster, Head Start and Even Start (revised to indicate student is eligible based on being in one of the mentioned categorically eligible groups – the district no longer checks off to indicate the group, i.e. homeless, migrant)
3. Verification Tracker Form

If the SFA/LEA plans to use any materials other than those supplied by ADE CNU the materials must be submitted to ADE CNU for approval prior to use.

Any school district (SFA/LEA) that uses scanned Free and Reduced Price Meal Applications must submit the application along with the Frequently Asked Questions about Free and Reduced Price Meals Letter to the Household, and the instruction on How to Apply for Meal Benefits to ADE/CNU for approval prior to publication.

When using the prototype materials please include district specific information in the **[bracketed fields]**. In addition, please read question #5 closely on the Letter to the Household and adjust the answer to be accurate for the SFA/LEA. Any SFA/LEA planning to use web-based Free and Reduced Price Meal Application materials follow the instructions in Commissioner's Memo CNU-17-048 Web-Based Free and Reduce Price Meal Application. Any SFA/LEA using web-based meal applications must have approval by ADE CNU prior to publication or distribution of web-based application information to the households. Contact the SFA/LEA Area Specialist with questions.

REMINDER: School Districts are prohibited from publishing or distributing in any manner the Free and Reduced Price Meal Application materials until the SFA/LEA has received the approved Renewal of Agreement and Policy Statement from ADE CNU. Until the Renewal of Agreement is approved, signed by Suzanne Davidson, Director, ADE CNU, and returned to the district the SFA/LEA cannot publish or distribute the meal application materials.

DISTRIBUTION OF APPLICATION MATERIALS CHECKLIST

NEW FORM: USDA requires ADE CNU to collect information from SFA/LEAs regarding the method the SFA/LEA uses to distribute Free and Reduced Price Meal Application materials. This new form must be completed by all SFA/LEAs to indicate ALL methods used for information households of the school meals programs. Many SFA/LEAs use multiple methods of distributing meal application materials, please mark ALL that apply. Included on this form is indication of the where the Public Release was provided for publication (i.e.: local newspaper, employment security office, district website). This form must be signed by the Superintendent and Child Nutrition Director.

PUBLIC RELEASE:

The Public Release that is part of the Renewal Agreement Packet must be made available to the public. The public release should be provided to the local informational media (newspaper), local unemployment office, and any major employers contemplating large layoffs in the area at the beginning of each school year. A list of locations that the public release is submitted to by the school district (SFA/LEA) must be

maintained for administrative review purposes. School districts should consider adding the Public Release to the school district website and other public locations that district households frequent (for example: Community Centers, Boys Club).

Limited English Proficient Families:

The application materials and other communications with households, concerning eligibility determinations, must be in a language that parents and guardians can understand in order to diminish any language barriers to participation for Limited English Proficient (LEP) families. Where households need information in a language other than English, LEAs must make reasonable efforts, considering the number of such households, to provide household letters and application forms to them in the appropriate languages.

USDA has published the Free and Reduce Price Meal Application along with the forms and letters in thirty three (33) languages in addition to English. These translations can be found at:

<http://www.fns.usda.gov/school-meals/translated-applications>

Spanish Language Forms and Letters Packet:

The USDA Spanish Language Application, Forms and Letters are available on the USDA website at: <http://www.fns.usda.gov/school-meals/translated-applications> The SFA will need to insert the 2017-18 Reduced Price Income Guidelines on the Spanish Prototype Parent Letter.

CHILD NUTRITION CONTACT INFORMATION AND APPEALS HEARING ATTESTATION:

The Child Nutrition Contact Information and Appeals Hearing Attestation page must be completed to indicate personnel within the district that have responsibilities for the Child Nutrition Programs as indicated in the Renewal of Agreement and Policy Statement. If personnel changes are made any time during the school year, the SFA/LEA must submit a written revised Child Nutrition Contact Information page to ADE/CNU.

If the entire SFA/LEA is either Provision 2 in non-base year or Community Eligibility Provision, this form is not required to be submitted as part of the Renewal of Policy Statement. All SFA/LEAs in traditional pricing situations must complete this form.

Determining Officials: Provide the name(s) of the personnel that are responsible for free and reduced price meal eligibility determination.

Confirming Official: Provide the name(s) of the personnel that are responsible in the verification process of checking the approved meal applications chosen for verification to ensure the application was determined correctly. The Confirming Official cannot be the same as the Determining Official. The Confirming Official is checking the Determining Officials work.

Verifying Official: Provide the name(s) of the personnel that are responsible for completing the verification activities for the district. Include in this section the location of meal applications (for example: child nutrition director's office, superintendent's office, etc.).

Hearing Official: Provide the name and position title of the person that will be responsible to hold hearings on contested free and reduced meal eligibility determinations when requested by the household. This person should not be involved in the eligibility or verification process.

The Child Nutrition Contact Information and Appeals Hearing Attestation Page must be read, understood, completed and signed by the Superintendent and Child Nutrition Director. By signing this Attestation Page the Superintendent and Child Nutrition Director are attesting the SFA/LEA will follow all federal requirements should a household request a hearing regarding their meal eligibility status or the results of verification determinations.

SCHEDULE B (Afterschool Snack):

SFA/LEA should ONLY complete this form for schools that will be serving Afterschool Snacks during the 2017-2018 school year. This form requires the SFA/LEA to indicate the date the Afterschool Snack program will start and end, as well as the number of serving days planned for the Snack program. If the SFA/LEA has not set the school calendar for the 2017-2018 school year to indicate the days that Snacks will be served, this form CANNOT be completed and approved. If the SFA/LEA will serve afterschool snacks and does not have dates set yet, the SFA/LEA will need to hold the Schedule B, complete and submit it to ADE/CNU for approval prior at least two weeks before actually serving and claiming Afterschool Snacks to students. If the SFA/LEA completes a Schedule B for Afterschool Snacks, this must also be indicated on the first page the Agreement form, on the Schedule A and on the Policy Statement form.

It is imperative that the district Superintendent and the district Child Nutrition Director read page 6 of the Original Agreement for the 2017-2018 school year, for specific requirements regarding Afterschool Snack regulations. Both the district Superintendent and district Child Nutrition Director must sign the Schedule B. The instructions on completing the Schedule B are attached to the Schedule B form.

SCHEDULE C-18 (Seamless Summer for the summer of 2018):

SFA/LEA should ONLY complete this form for schools that will be serving Seamless Summer meals during the summer of 2018. (Schedule C-17 must be completed for Seamless Summer meals during the summer of 2017 as indicated on [Commissioner's Memo CNU-17-039](#): Summer Feeding Programs.

This Schedule C-18 requires the SFA/LEA to indicate the date the Seamless Summer program will start and end, as well as the number of serving days planned for the Seamless Summer program. If the SFA/LEA has not set the school calendar for the 2017-2018 school year to indicate the days that Seamless Summer meals will be served, this form CANNOT be completed and approved. If the SFA/LEA will serve Seamless Summer meals during the summer of 2018 and does not have dates set yet, the SFA/LEA will need to hold the Schedule C-18, complete and submit it to ADE/CNU for approval at least two weeks prior to actually serving and claiming Seamless Summer meals to students. If the SFA/LEA completes a Schedule C-18 for Seamless Summer meals, this must also be indicated on the Renewal of Agreement form, on the Schedule A and on the Renewal of Policy Statement form.

It is imperative that the district Superintendent and the district Child Nutrition Director read pages 6 – 10 of the Original Agreement for the 2015-16 school year for specific requirements regarding Seamless Summer regulations. Both the district Superintendent and district Child Nutrition Director must sign the Schedule C-18. The instructions on completing the Schedule C-18 are attached to the Schedule C-18 form.

Breakfast Mandate:

Reminder: Act 826 of 1991 requires all schools with 20% or more of the students eligible for free and reduced price meals during the preceding school year, to provide students access to a federal school breakfast program.

Special Milk Program:

The Special Milk Program is available for students who do not have access to National School Lunch Program, School Breakfast Program or Afterschool Snack Program. If the district is interested in the Special Milk Program, please contact Sheila Chastain at (501) 324-9502.

Summary of forms that must be returned to ADE CNU for Renewal of Agreement and Policy Statement by May 12, 2017:

1. Checklist 1 copy
2. Renewal of Agreement 2 copies
3. School District Specific Schedule A with revisions to 2017-18 SY 2 copies
4. Menu Planning Attestation 2 copies
5. Health Inspection Report for 2016-17 School Year 2 copies
If any serving/preparation sites have not had two health inspections include documentation of contacts made to the Health Department to request the health inspections be completed prior to the last serving day of the school year.
6. Wellness Attestation 2 copies
7. Civil Rights Assurances Attestation 2 copies
8. Attestation Statements 2 copies (Paid Lunch Equity, Claims, Professional Development)
9. Renewal of Policy Statement 2 copies
10. Meal Count and Collection Procedures 2 copies
11. Free and Reduced Price Materials Attestation 2 copies (if entire SFA/LEA is non-base year Provision 2 or Community Eligibility do not send this form)
12. Distribution of Application Materials Checklist and Attestation 2 copies
13. Child Nutrition Contact and Appeals Hearing Attestation 2 copies (if entire SFA/LEA is non-base year Provision 2 or Community Eligibility do not send this form)
14. If SFA/LEA using non-ADE CNU prototype Application Materials (forms and letters) the SFA/LEA forms and letters must be submitted for approval as part of the Renewal Packet 2 copies
15. Schedule B Afterschool Snack if the SFA/LEA will be serving Afterschool Snacks 2 copies
16. Schedule C-18 Seamless Summer if the SFA/LEA will be serving Seamless Summer during the summer of 2018 2 copies

DO NOT SUBMIT as part of the Renewal of Agreement

1. Commissioner's Memo
2. Instructions for Completing Renewal Agreement Packet
3. Paid Lunch Equity Tool (retain for district audit and Administrative Review records)
4. Meal Pattern Reference pages that are part of the memo (reference only)
5. Application Materials Requirement Checklist (reference only)
6. Public Release
7. Income Eligibility Guidelines
8. Safety Net School Districts List
9. Schedule B Afterschool Snack if the SFA/LEA will not be serving Afterschool Snacks
10. Schedule C-18 Seamless Summer if the SFA/LEA will not be serving Seamless Summer during the summer of 2018